

# Rhode Island Department of Human Services

## 2013 INTERNSHIP POSITIONS AVAILABLE

The Rhode Island Department of Human Services is seeking College students for intern positions assigned to the various divisions within DHS for the summer of 2013. Such positions will include, but not be limited to, the following disciplines:

**CLERICAL:** – duties include general office support, administrative tasks, answering telephones, photocopying, filing, data entry/database work, and other related duties. This assignment requires strong computer skills, proficiency in typing, ability to provide good customer service, and the capacity to perform administrative tasks of increased complexity.

**POLICY:** – duties include general assistance with Human Services policy and program planning, and may include special research projects. Duties involve data collection, data entry and analysis, and other related and required duties. This assignment requires strong computer skills, the ability to exercise independent judgment and exceptional written and verbal communication skills.

Positions may be available at the following locations: Cranston, Providence, Middletown, Pawtucket, Woonsocket, Warwick and Wakefield. Work schedule is 8:30 AM to 4:00 PM, Monday thru Friday.

Interns will receive \$9.00 per hour (no fringe benefits). **Applicants must presently be enrolled in College or be a matriculated student who has been accepted to College for the Fall of 2013.**

Send resume or State Application form (available at <http://www.dlt.ri.gov/JobsRI/statejobs.htm>) to Maria Morrison, 55 Howard Avenue, Benjamin Rush Bldg, 2<sup>nd</sup> floor, Cranston, RI 02920 or email: [mariaM-resume@dhs.ri.gov](mailto:mariaM-resume@dhs.ri.gov). Please indicate “DHS Summer Internship,” on cover sheet or letter of interest, along with preference, if any, of Clerical or Policy or Social Service assignment.

**\*\*\*Application period is: April 15, 2013 thru May 17, 2013.**